

EDITED TASK WORKSHEET

CLASS: Supervisor of Building Trades, CF

1.	Lays out, assigns and reviews work, and supervises and coordinates the activities of leadpersons or journeypersons in such fields as carpentry, plumbing, electrical, masonry, painting and other building work (e.g., Electronics Technician, Lead Groundskeeper series, Materials and Stores Supervisor series, etc.) to ensure that work is accomplished, manage staff time, and/or hold staff accountable for work (e.g., 998, sign in/sign out, vacation requests, etc.) utilizing Corrective Work Orders/Standard Automated Preventive Maintenance Systems (SAPMS), organizational ability, Uniform Code Books (e.g., Safety, Electrical, etc.) as needed or directed on a daily basis.
2.	Estimates labor and materials needed for specific jobs for assigned staffing trades to produce cost analysis, and time and materials estimates utilizing cost estimate books (e.g., M.E.A.N.S., Lee Saler, etc.), as directed by the Correctional Plant Supervisor.
3.	Prioritizes, schedules, and coordinates the flow of materials with the assignments of various trades groups so that the order of work and job progress is properly maintained utilizing Corrective Work Orders/Standard Automated Preventive Maintenance Systems (SAPMS), flowcharts, Material and Stores Supervisor, SLAMM, and/or institutional needs as directed by Correctional Plant Supervisor and/or as needed.
4.	Complete forms for requisitioning tools, materials, supplies, and equipment to ensure proper flow of materials with the assignments of various trades groups so that the order of work and job progress is properly maintained utilizing personal knowledge and experience as needed and/or directed by the Correctional Plant Supervisor.
5.	Direct subordinates to complete forms for your review (for approval and/or denial) for requisitioning tools, materials, supplies, and equipment to ensure proper flow of materials with the assignments of various trades groups so that the order of work and job progress is properly maintained utilizing personal knowledge and experience as needed and/or directed by the Correctional Plant Supervisor.
6.	Supervise tool control/accountability and maintain operational integrity of tools and equipment to ensure their safe and proper use utilizing the Department's Operations Manual (DOM) (e.g., inventory log, color code, etc.), institutional operations procedures (OP) on a continual basis.
7.	Assist in preparing budget estimates (e.g., annually, approved projects, etc.) for material to keep within the plant operations budget utilizing previous years records, cost estimate books, and upcoming and proposed estimates as directed by Correctional Plant Supervisor.
8.	Enter data into Corrective Work Orders/Standard Automated Preventive Maintenance Systems (SAPMS) and prepares reports to maintain database tracking history of equipment, cost, time, materials and labor utilizing personal computer skills and appropriate training on a daily basis.

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9.	Supervise inmates in the maintenance, repair, and/or major/minor construction of buildings or structures, and ensure Inmate Work Training Incentive Program (IWTIP) is implemented and properly followed utilizing rules and laws, Departmental Operations Manual (DOM), institutional operational procedures (OP), Departmental policies and procedures and appropriate training on a continual basis.
10.	Search inmates and inspect their work area for contraband to ensure safety of staff, work area, and inmates utilizing rules and laws, Departmental Operations Manual (DOM), institutional operational procedures (OP), Departmental policies and procedures and appropriate training on a continual basis.
11.	Maintain safety and security of institution, community, staff and/or inmates to prevent escapes and injury by inmates to themselves or others or to property utilizing rules and laws, Departmental Operations Manual (DOM), institutional operational procedures (OP), Departmental policies and procedures and appropriate training on a continual basis.
12.	Supervise staff in the performance of their duties (e.g., supervision of inmates, implementation of Inmate Work Training Incentive Program (IWTIP), tool control, inspections and searches, etc.) to ensure that they follow rules, laws, Departmental Operations Manual (DOM), institutional operational procedures (OP), Departmental policies and procedures and receive appropriate training on a continual basis.
13.	Communicates in a professional and effective manner with others (e.g., staff, inmates, public, other state employees, contractors, vendors, inspectors, etc.) utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
14.	As per institutional needs, act as the Correctional Plant Supervisor in his/her absence to ensure continued operations of the institution utilizing personal knowledge and experience, Departmental Operations Manual (DOM), institutional operational procedures (OP), and Departmental policies and procedures.
15.	Develop and write Capital Outlay Budget Change Proposals (COBCP), Budget Change Proposals (BCP), Budget Change Suggestions (BCS), Section 6, Special Repair Projects (SRP), concept papers, contracts, service and expense, bids, scope of work, utility reports, etc. utilizing established guidelines directed by the Correctional Plant Supervisor.
16.	Ensure that jobs are carried out according to code, plans, and specifications with appropriate authority approval to ensure the safety and security of the institution on a daily basis and that any projects (e.g., Capital Outlay Budget Change Proposals (COBCP), Section 6, Special Repair Projects (SRP), contracts, service and expense, bids, corrective and preventive work orders) are completed utilizing codes, plans, specifications, Departmental Operations Manual (DOM), institutional operational procedures (OP), and Departmental policies and procedures.

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17.	Ensure proper implementation of Senate Bill (SB) 198 (e.g., Department's Injury, Illness, and Prevention Program (IIPP), etc.) by conducting, documenting, and attending safety meetings; maintaining a safe work environment; and providing appropriate training for assigned staff and inmates utilizing SB 198 and appropriate training on a continual basis.
18.	Conduct staff meetings (e.g., CalOSHA tailgate safety, projects, open forum, etc.), to improve safety, maintain a hazard-free work environment, keep open communications and develop and maintain high-level of morale utilizing rules, laws, Departmental Operations Manual (DOM), institutional operational procedures (OP), and Departmental policies and procedures on a regular basis.
19.	Create, maintain, and promote a work environment in accordance with EEO policies regarding treatment of people, sexual harassment, discrimination, hostile work environment, etc. to produce a hostile-free work environment using EEO policies, Title 15, DOM, OP/ institutional operational procedures and appropriate training on a continuous basis
20.	Interpret and apply Civil service laws, rules, regulations, and departmental policies and procedures to ensure staff and inmates are properly trained provide direction, and that they follow the above guidelines, on a continual basis.
21.	Write IDPs and probationary reports on subordinate staff to identify areas that need improvement and provide positive or negative feedback, in order to help them improve their job performance by using supervisor's files (e.g., rainbow sheet / attendance records, past annual/probationary performance reports, special projects, letters of appreciation, training/IST, certificates, disciplinary reports, etc.), and personal on-the-job observation, on an annual basis or as needed.
22.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews; evaluate and recommend candidates to fill identified vacant positions using all rules and regulations (MOU, DPA rules and regulations, DOM), as needed or as directed by the Correctional Plant Supervisor.
23.	Appropriately handle stressful situations in the work place, in a professional and tactful manner, with a goal of avoiding further escalation by using effective interpersonal skills and personnel management techniques per departmental policies, as needed.
24.	Initiates and participates in the Progressive Discipline process to improve employee performance and/or address issues pertaining to improving performance or rule violations in accordance with Departmental policy using Bargaining unit contracts, DOM, State code of regulations, DPA rules and regulations, institutional operating procedures (OP), Title 15, etc, on a continual basis.

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25.	Train staff to improve their job skills and safety/work knowledge using various methods (e.g., formal on-site, specialized off-site, on-the-job (OJT), etc.) the performance of their job and/or upward mobility, on a continual basis.